

Attachment A

Work Order 9 – Stormwater User Fee Billing Program Development and Implementation Assistance

Specific Work Elements for Work Order 9

1. AMEC will secure from Komputrol a billing file export for the current utility bills for West Lafayette, and AMEC will secure from DLZ and/or the City copies of the current GIS data layers, the aerial imagery, the impervious feature polygons, and parcel-specific land use and/or zoning information. AMEC will also secure details on the billing policies that have been established so far in the project. AMEC staff will familiarize themselves with this data.
2. AMEC will develop and complete a process to match utility accounts to the land parcels upon which they fall. This effort may be less than 100% successful depending on source data.
3. AMEC will develop and complete a process to perform quality control on the City's digitized impervious feature polygons. A brief report will be produced documenting any deficiencies in the data, specifically relating to billing accuracy targets. Changes to this data set are not included in this Work Order since the magnitude of change or the necessity of change is unknown at this time.
4. AMEC will meet on-site up to three times (total) with West Lafayette staff, Komputrol, and/or DLZ staff to (a) develop and document a vision for how the GIS-based data for parcels and impervious areas will be connected or indexed to Komputrol's account-based utility billing system, (b) develop and document a vision for how the database will be maintained as changes to parcels, features, and customers occur over time, and (c) develop and document a vision for how the Komputrol system will be modified to allow for stormwater billing and for the periodic exchange of information between it and the AMEC/DLZ data. AMEC will also be available during the project execution for email and telephone collaboration.
5. AMEC staff will develop the necessary simple data maintenance tools and the underlying database to be connectable to Komputrol's system and to the raw GIS data. AMEC will test this database to see that it functions correctly. AMEC will provide export files to Komputrol for importing into Komputrol's system the billing data. Once Komputrol has imported the data, AMEC will test the function of the database to support periodic data exchange, and to support the simple data maintenance tools and processes identified in the vision developed in item 4.
6. AMEC will provide written documentation on the maintenance processes, the periodic data exchange processes, and the data maintenance tools.
7. AMEC will be available for telephone and email collaboration for the 60-day period immediately following the "go-live" date for the Stormwater Utility Implementation.
8. DLZ will oversee and direct the Subcontractor's effort, provide task status updates to the Owner.